

About Hunter Pacific Group

Hunter Pacific Group is a woman-owned small business and small-disadvantaged business that has provided cost estimating services for over 20 years. We have a diverse client base that allows our team to work on a wide variety of exciting projects. In addition to cost estimating, we provide scheduling support, construction professional services, Cost and Schedule Risk Analysis (CSRA), value engineering, and research studies. We pride ourselves on understanding and anticipating what our clients need to ensure the success of their projects.

Position Description

Intern Estimators gather and analyze data to estimate the cost, materials, labor and time associated within a project. You will work closely with our Project & Senior Cost Estimators to perform Cost Management and Estimating services. Individuals must be self-motivated, possess strong communication and interpersonal skills, and be confident in their ability to develop and manage their assigned portion of the estimate.

Primary Duties and Responsibilities

- Review and understand all project plans, documents, and specifications
- Obtain material and equipment quotes from vendors
- Research and apply local Davis Bacon and labor unit rates
- Input estimating data into application software
- Support estimating teams with report preparation
- Prepare project write-ups for proposal materials
- Ability to manage time effectively and complete projects on time

Qualifications

- Bachelor of Science Degree in the Design, Engineering, Construction Management, or Economics industry
- Advanced skill level in Excel
- Time Management – use time effectively and efficiently, can attend to a broader range of activities, gets more done in less time than others
- Hard worker and team player - No task too small. Getting the job done and exceeding client expectations is the key to integrating successfully into our team
- Experience working on projects in a collaborative team setting

What We Offer You:

- Remote Work
- Fridays Off! Monday – Thursday Work Schedule (5 hours per day / 20 hours per week)
- Pay is \$25 per hour
- Monthly Internet Stipend
- Resume Building and Professional Networking Support